

## **eVA Interface and Integration Design Team – Import/Export Group**

Meeting Minutes  
May 15, 2003

### **Opening:**

A meeting of the eVA import/export interface workgroup was called to order at 10:00 AM on 5/15/2003 in Richmond.

### **Present:**

Debbie Adams, UVA (phone)	Cheryl Kimball, DOLI/DCR (phone)
Jan Bond, DGS/DPS	Joy Lazarus, DMHMRSAS (phone)
Richard Brough, DSS	Parvin Mirshahi, DGS
Chris Childress, DOLI (phone)	Tracy Surratt, APA
Martha Freeland, DMV (phone)	Ellie Withers, UVA (phone)
Maria Hatcher, DGS	

### **A. Approval of Agenda**

The informal agenda:

- 1 – Implementation Status
- 2 – New Work
- 3 – Agencies General Status
- 4 – Policy Questions

### **B. Approval of Minutes**

Previous meeting minutes were reviewed.

### **C. Issues**

#### **Open Issues**

1. It was reported that vendors are having problems accessing the system on weekends. The group would like to know time periods when eVA Vendor Registration is not available.

*Status: Marion Lancaster has contacted the eVA Contract Officer to give the exact time when the system should be available.*

*10/31/2002 – The contract officer is working on the response. At a minimum, the system should normally be available Monday through Friday from 8AM to 6PM. The contract officer is working on the exact schedule that includes non-business hours such as nights and weekends.*

*11/14/02 – Waiting on AMS for official answer.*

#### **Closed Issues**

No items closed at this session.

### **D. New Business**

1. Implementation Status  
Nothing to report.

\*\*\* Note: Minutes reflect discussions, not final decisions. A separate document will be provided with final decisions.

2. New Work  
Nothing to report.
3. Production Status  
DGS –
  - Jan Fatouros discussed eVA unofficial 1% fee decision for the new fiscal year:
    - a. The good news is vendors will start paying the 1% fee on all eVA purchase orders with a cap of \$500.00 per order. Bad news, AMS can only charge the 1% fee to registered vendors.
    - b. Agencies will pay the 1% fee for all orders sent to non-registered vendors. There is no cap on the fee paid by agencies. Ron Bell will set up an appeals process on payment of 1% fee by agencies.
    - c. Secretary of Administration, Department of Planning and Budget and DOA are working on the official policy on payment of 1% fee.
    - d. Exempt orders are excluded from payment of 1% transaction fee. Exempt orders will not be reported on agency's scorecard.
    - e. Decision has not been made on what to do with 'OVERRIDE' and Preferred Ordering Method mismatch orders that are going to the DGS holding database.
  - Jan Bond reported that DPS policy committee met twice to discuss the eVA policy issues. They have made progress, but no official policy decisions have been drafted. Two more meetings have been scheduled to finalize decisions.
  - Just as an FYI, DGS has a new director; Jim Roberts. D. B. Smith took a position at DMV as the new commissioner.
- VDOT –
  - Representatives not present.
- DMAS –
  - Representatives not present.
- DSS –
  - Richard Brough reported there are no changes. No progress on change/cancel and attachments. Richard thanked DGS for implementing the enhanced BizTalk notifications.
  - Richard had several questions on the agency scorecard information and how POs in the DGS holding database are reported. DGS will draft a document and disseminated to all interface agencies.
- DMME –
  - Representatives not present.
- ABC –
  - Representatives not present.
- DOLI –
  - Cheryl Kimball reported she is making progress on change and cancel orders programming. Before programming can be complete, the agency needs policy guidelines on threshold for change orders. Waiting on policy committee's decision.
- DEQ –
  - Representatives not present.
- DCR –
  - Cheryl Kimball reported the agency has not tested the change/cancel orders and attachments deliverables. Procurement staff has been inundated with strategic planning and therefore has not been able to test the deliverables.
- VATECH –
  - Representatives not present.

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UVA -

- Ellie Withers reported that Debbie Adams fixed the duplicate lines issue with change orders. An oracle patch applied to their ERP cause the inception of this issue. The agency is working on attachment issues.
- Debbie Adams would like to see a report developed by eVA that would help agency reconcile interface orders with the agency's scorecard. Maria will talk to Marion about this request and get more information from Debbie.
- Debbie reported that on the eVA User Group's issues list it was reported that some vendors are experiencing problems with viewing of attachments. Maria will check with Shane Caudill.

VCU -

- Representatives not present.

4. Agency General Status

DMHMRSAS-

- Joy Lazarus reported that they are still setting up the production environment for Petersburg. They are making progress on installation of the Java client and other firewall security issues.

VCE -

- Representatives not present.

JMU -

- Representatives not present.

ODU -

- Representatives not present.

DMV -

- Martha Freeland reported that the ERP upgrade is going well and is on schedule.

8. Policy Questions

No new questions.

The next weekly interface meeting will be held on Thursday, May 22, 2003 at DGS in the ISS 9<sup>th</sup> floor conference room from 10:00 a.m. to 12:00 p.m. Please be prepared to give your agency's status on the import interface effort and problems if any.

**Open Action Items**

1. Find out if and how agencies will have access to the DGS Holding database. (Marion Lancaster)
2. Debbie Adams would like to know what other interfaces are on schedule and the timeline. (Marion Lancaster)

**Closed Action Items**

No actions items closed at this session.

Prepared by Maria F. Hatcher

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